

**FILED: Records 4**  
**RETURN TO**  
**RECORDS MANAGEMENT DIVISION**

MEMORANDUM FOR THE RECORD

28 June 1954

SUBJECT: Records Management Program, OCD

1. On 25 June. I discussed the OCD Records Management Program with [ ] I suggested that a representative of the Records Management Division participate with their Area Records Officer, [ ] in preparing an inventory of their files and records, developing a records control schedule and obtaining disposal authority. [ ] was in agreement with this proposal and indicated that they would like to take advantage of it in approximately 3 weeks.

2. [ ] has been assigned some additional duties with respect to the classification of Agency records and this assignment has kept him from performing some of the duties of an Area Records Officer. OCD has now arranged for the transfer of a person from the Security Office to perform classification functions. This man will report within the next three weeks and thereby free [ ] for full time on records management.

3. [ ] will call and notify me as to the exact date that he wants us to assist them.

